

8/25/2025

INVITATION FOR BID TAC 248Q

Addendum #1

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. **This addendum must be listed as Addendum #1 on the ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS FORM** of the bid package as verification that you have received and are aware of the information contained herein.

QUESTIONS/CLARIFICATION/CHANGES:

CHANGES:

Was:

TIME OF AGREEMENT SERVICES TO BE AS FOLLOWS:

Location Item Number	Day shift: Between 7:00 AM - 5:00 PM Tuesday, Thursday & Friday	Evening shift: 5:00 PM - 1:30 AM Monday, Wednesday & Friday	Weekend Coverage
ITEM 1A	X		
ITEM 1B		X	
ITEM 1C		X	
ITEM 1D		X	
ITEM 1E		X	
ITEM 2A		X	
ITEM 2B		X	
ITEM 2C		X	
ITEM 2D		X	
ITEM 2E		X	

Changed to:

TIME OF AGREEMENT SERVICES TO BE AS FOLLOWS:

Location Item Number	Evening shift: 5:00 PM - 1:30 AM Tuesday, Thursday & Friday	Evening shift: 5:00 PM - 1:30 AM Monday, Wednesday & Friday	Weekend Coverage
ITEM 1A	X		
ITEM 1B		X	
ITEM 1C		X	
ITEM 1D		X	
ITEM 1E		X	
ITEM 2A		X	
ITEM 2B		X	
ITEM 2C		X	
ITEM 2D		X	
ITEM 2E		X	

Was:

DAILY SERVICES:

DAILY SERVICES
Monday, Wednesday, & Friday
Empty waste & recycling receptacles, wash as needed.
Empty waste from paper shredders.
Empty and wash ash trays.
Waste receptacle liner must be replaced with new liners .
Wash/Clean desktops (only if the desktops are cleared of paper).
All waste material shall be removed to and loaded into dumpster, as provided by City, for disposal.
Replace chairs and waste baskets in proper place after cleaning.

Changed to:

DAILY SERVICES:

Empty waste & recycling receptacles, wash as needed.
Empty waste from paper shredders.
Empty and wash ash trays.
Waste receptacle liner must be replaced with new liners .
Wash/Clean desktops (only if the desktops are cleared of paper).
All waste material shall be removed to and loaded into dumpster, as provided by City, for disposal.
Replace chairs and waste baskets in proper place after cleaning.

Was:

DAILY SERVICES:

OUTSIDE AREAS AND ENTRANCES TO BUILDING DUTIES TO BE PERFORMED THROUGHOUT THE FACILITY
Monday, Wednesday, & Friday
Maintain all outside entrances and sidewalks up to 6 ft. around entire location.
Maintain all dumpster areas.
Entrances shall be cleaned and policed for the removal of dirt.
All outside walls (in the immediate vicinity) of entrances canopies, and entrance lights shall be maintained clean of overhanging lint, cobwebs, mud, and other dirt.
Foot scrapers, entrance mats, individual trash, and smoking receptacles shall be emptied and cleaned.
All glass entrances to be cleaned on the inside and outside.
Walk-off/entrance mats spot cleaned to remove daily stains.
Main lobby doors and glass cleaned and polished.
Main lobby floor tile broom swept and scrubbed.
Remove all cigarette butts from building entrances and sidewalks.

Changed to:

DAILY OUTSIDE SERVICES:

OUTSIDE AREAS AND ENTRANCES TO BUILDING DUTIES TO BE PERFORMED THROUGHOUT THE FACILITY
Maintain all outside entrances and sidewalks up to 6 ft. around entire location.
Maintain all dumpster areas.
Entrances shall be cleaned and policed for the removal of dirt.
All outside walls (in the immediate vicinity) of entrances canopies, and entrance lights shall be maintained

Changed to:

RESTROOMS/LOCKER ROOMS REQUIRMENTS DAILY SERVICES:

DUTIES TO BE PERFORMED THROUGHOUT RESTROOMS/LOCKER ROOMS
All restrooms/locker rooms shall be kept sanitary and clean.
Floors swept and wet-mopped with quaternary disinfectant-detergent.
Partitions cleaned and disinfected, removing all writing & drawings.
Toilets and urinals disinfected with bowl cleaner.
Toilet paper restocked.
Seat covers restocked.
Paper towel and soap dispenser cleaned and replenished.
Empty and clean sanitary napkin disposal and replace liner with new liner.
Sinks and mirrors cleaned with quaternary disinfectant-detergent.
Urinal partitions and walls spot cleaned and disinfected.
Showers completely cleaned and disinfected using a disinfecting product.
Dispensers, counters, and cabinets cleaned and disinfected.
Clean, disinfect, and deodorize all restroom entry area walls and doors.
Check function of all dispensers and fixtures in all restrooms. Report maintenance problems to Building Operations.
Remove all mineral and calcium deposits on any plumbing fixtures, walls, or floor.

Invitation for Bid (IFB)

TAC 248Q

Supplies or Services Requested: Janitorial Services Equipment
Management Division

Department: Asset Management

NIGP Commodity Code(s): 910-39

Solicitation Schedule

EVENT	DATE
IFB Issue Date	08/18/2025
Mandatory Pre-Bid Conference 5675 South Garnett Road, Tulsa OK 74146	08/22/2025 at 10:00 AM CT
Deadline for Questions <i>Submitted to assigned buyer via email.</i>	09/02/2025 <i>9 Days prior to IFB due date</i>
Bid Submission Date <i>Either mailed or delivered to City Clerk address. Bids are open the day after the due date.</i>	09/10/2025

If You have any questions or need additional information, contact the following Buyers:

Rachel Harders, Buyer | rachelharders@cityoftulsa.org

Angie Tune, Senior Buyer | atune@cityoftulsa.org

*All questions should be emailed with **TAC 248Q** on the subject line.*

Submit Bids (sealed) to:

City of Tulsa – City Clerk's Office
175 E. 2ND St., Suite 260
Tulsa, OK 74103

*Bids (2 total: 1 original, 1 copy) must be sealed and either mailed or delivered. Write the Bid Number, Supplies or Service requested (as listed above) and Bid Opening Date on the lower left corner of the outside of Your Bid envelope. Feel free to use included packing slip. No faxed or emailed Bids will be considered. Barring certain circumstances (Section III-5), Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.***



CITY OF
Tulsa
A New Kind of Energy™

I. STATEMENT OF PURPOSE:

1. Overview and Goals

The goal of this solicitation is to secure a source to purchase Janitorial Services for various locations for the Asset Management Department of the City of Tulsa. (See Exhibit "A")

2. Term of Contract

The City intends to award a one-year annual contract. The City may offer the Seller the opportunity for additional one-year terms. The City also reserves the right to make multiple or partial awards. To do business with the City, You must agree to the terms and conditions of the City's standard Purchase Agreement, indicated by Your **Authorized Agent's** signature on the Purchase Agreement.

Capitalized terms used in this IFB and not defined in the Purchase Agreement shall have the meanings as ascribed to them in Title 6, Chapter 4 of the [Tulsa Revised Ordinances](#).

The entire Invitation for Bid (IFB), including any additional information submitted by Bidder and Accepted by City will be included as part of the Agreement between Seller and City. **All sheets of this IFB (including Sections I-VI) must be submitted.**

Authorized Agent

Several parts of the Bid (Affidavits, Purchase Agreement) must be signed by an **"Authorized Agent."** An **Authorized Agent** means an agent who is legally authorized to bind the Seller under the law of the state in which the Seller is legally organized. For instance, under Oklahoma law, the **Authorized Agent** for each of the following types of entities is as stated below:

- **Corporations** – the president, board chair or board vice chair (or the vice president if the corporation was formed in Oklahoma) can sign; others can sign if they have and provide the City with (i) a corporate resolution giving them authority to bind the Seller, and (ii) a recent certificate of secretary indicating the authority is still valid and was in full force and effect on the date of the signature. (See IFB Section VI for sample of a Certificate of Secretary)
- **General Partnerships** – any partner can sign to bind all partners.
- **Limited Partnerships** – the general partner must sign.
- **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
- **Sole Proprietorship** – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.
- **Limited Liability Company (LLC)** – any manager of the LLC elected by the members of the LLC, or any member signing as manager of the LLC. All other signers will need a Consent of Members signed by all the Members of the LLC authorizing their signature on or up to 30 days before the date of their signature. (See Section VI for sample of a Consent of Members)

Entities organized in states other than Oklahoma must follow the law of the state in which they are organized.

II. SCOPE OF SERVICES AND SPECIFICATIONS

1. Scope of Services

The City is requesting Bids for a source to purchase Janitorial Services for various locations for the Asset Management Department.

Seller Qualifications

1. Sellers must have and maintain a phone number where they can be contacted within thirty (30) minutes, seven (7) days per week.
2. Sellers must also have and maintain a separate working email where copies of reports and other information can be sent as needed.
3. Seller's job manager and supervisors must be literate and fluent in the English language, because of the necessity to read chemical labels, job instructions and signs, as well as the need for conversing with the City of Tulsa's management personnel or other City of Tulsa employees. Seller's job manager and supervisors must be available by phone during employee's work hours to communicate with City personnel as needed.

2. Specifications

GENERAL PERFORMANCE REQUIREMENTS:

SCHEDULING:

Seller shall be responsible for the scheduling of the cleaning requirements specified herein per Exhibit "A". All services shall be performed during the frequency schedules prescribed in this Agreement and all work shall be completed without interfering with the proper performance of City of Tulsa day-to-day procedures within the facilities. The City reserves the right to approve and make suggested changes to the schedule set up by the Seller. If a City holiday causes a lapse in the schedule, Seller shall make time up on the next business day.

CLEANING REQUIREMENTS:

The specific cleaning requirements specified herein establish the minimum cleaning requirements. It is expressly understood by the Seller that the intent of this Agreement is to supply the complete janitorial services for the interior and exterior portions of the buildings listed. All furniture shall be returned to original locations after cleaning.

AREA INCLUDED IN THE AGREEMENT:

All offices, foyers, hallways, entryway and doors, windows, stairways, closets, conference rooms, hearing rooms, libraries, restrooms, break rooms, coffee rooms, elevator cabs, sidewalks up to 6 Ft. around entire location, storage areas, and interior windows or partitions as applicable to this Agreement.

AREA EXCLUDED FROM THE AGREEMENT:

No work is required in elevator pits.

LABOR HOURS:

Seller shall guarantee a minimum of labor hours, including lead personnel, on all shifts. These guaranteed minimum labor hours are for general purpose cleaning only. Additional labor for periodicals will be required, and each Bidder shall include the labor for such periodic work in their total cost per month of each bid item. If the Seller does not supply the guaranteed labor hours a deduction of \$15/hour shall be made from their monthly invoice for each missing labor hour.

INITIAL CLEANING:

Upon cleaning each area for the first time, as identified on the Task and Frequency Schedule of this Agreement, the Seller shall remove all residual accumulated dirt and soil; even though such dirt and soil may have been in existence prior to the effective date of this Agreement.

EMERGENCY AND OR PANDEMIC SERVICES:

In the event of emergency and or pandemic threat to the City of Tulsa, Asset Management Department will work closely with the Seller to ensure appropriate CDC disinfectants are utilized and additional Janitorial Services requirements. The frequency of cleaning and disinfecting will be required to be recorded on the janitorial checklist and provided daily to the Asset Management Department. Checklist will be provided. Failure to provide this information as required will result in the City of Tulsa taking the appropriate actions necessary to ensure these guidelines are met.

SUPPLIES:

SELLER FURNISHED SUPPLIES:

The Seller will furnish all necessary supplies other than those listed as supplied by the City of Tulsa including but not limited to cleaners, disinfectants, waxes, wax stripping materials, wastebasket liners, and other products required to provide the cleaning services at all locations listed in Exhibit "A". Supplies shall be of the highest quality and the most suitable type or grade for the work specified under Agreement.

All supplies utilized for each facility must remain on site. Supplies are not to be moved from one facility to another.

All chemicals must be disposed of safely in designated drains.

Upon award the **proposed Seller shall submit a list of all chemicals and cleaning agents** that are intended for use to accomplish the terms of this Agreement, listing the name of the item, manufacturer, and brand name for those items submitted. The City of Tulsa reserves the right to reject any chemical and/or cleaning agent used in this Agreement, and such shall be replaced with a product that does meet with the approval of the City.

SELLER MATERIAL SAFETY DATA SHEETS (MSDS)

The Seller will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act and other Federal, State, or local regulations, which affect janitorial and housekeeping operations.

One (1) set of Material Safety Data Sheets must be supplied to Asset Management/Building Operations on all chemicals and cleaning agents utilized under this Agreement within five (5) days after Agreement award.

All chemicals utilized in City facilities must be properly identified with manufacturer's label and name of Seller on each container.

CITY OF TULSA FURNISHED SUPPLIES:

The City of Tulsa shall provide the following supplies for this Agreement, and the Seller will use these supplies to fill dispensers also supplied by the City: toilet tissue, paper towels, liquid hand soap

UNDER NO CIRCUMSTANCES ARE CITY OF TULSA SUPPLIES TO BE USED IN THE CLEANING OF ANY CITY-OWNED FACILITIES COVERED BY THIS AGREEMENT. SANITARY NAPKIN AND TAMPON VENDING MACHINES WILL BE THE TOTAL RESPONSIBILITY OF THE SELLER. THIS INCLUDES VENDING AND MAINTENANCE OF EACH UNIT. SELLER WILL PROVIDE PRODUCT.

EQUIPMENT:

The Seller shall furnish all equipment for accomplishment of all work specified at all locations listed in Exhibit "A". Seller's equipment shall be of the size and type suitable for accomplishment of the various types of work described herein and for operating from existing sources of City furnished electrical power.

All equipment and attachments necessary to perform the work described in these Agreement documents must be available for inspection at the site named in the Agreement. The equipment and attachments must be in new condition and capable of performing the work for which they were intended. If new equipment is on order, purchasing documents that describe the equipment sufficiently for evaluation must be available for review by Building Operations Section of the Asset Management Department or authorized representative. Such equipment must be on the job site within 30 calendar days from the date of the inception of the Agreement. The new equipment will be subject to inspection for compliance.

Upon award **the proposed Seller shall submit a list of all equipment** intended for use to accomplish the terms of this Agreement, listing the name of the item, manufacturer, brand name, and model of item to be used, and applicable equipment specifications for those items submitted. The City of Tulsa reserves the right to reject any equipment used in this Agreement and such equipment shall be replaced with equipment that does meet with the approval of the City.

SUPERVISION AND TRAINING OF EMPLOYEES:

The Seller shall provide supervision and appropriate training to assure competent performance of the work and the Seller or their authorized agent will make sufficient daily routine inspections to ensure that the work is performed as required by this IFB. Copies of these inspection reports will be provided to the City daily.

Seller's job manager and supervisors must ensure their employees do not alter City owned equipment including but not limited to thermostats.

ASSIGNMENT OF EMPLOYEES:

The Seller hereby agrees that any of its employees who may be assigned to the City of Tulsa buildings to satisfy Seller's obligations under this Agreement, shall be used exclusively for that purpose during the hours that they are working in areas covered by this Agreement and shall perform no other janitorial work at the City of Tulsa facilities.

SECURITY:

SELLER AND EMPLOYEES' SECURITY CLEARANCE:

Prior to commencing any work under this Agreement, the City of Tulsa requires that the Seller and any principals, officers, or employees who will work on City premises undergo an enhanced background check. The Seller shall ensure this requirement is met and pay for all costs associated with obtaining clearances.

Seller must submit to the City of Tulsa Security Office within fourteen (14) days prior to the starting date of this Agreement a completed Oklahoma State Bureau of Investigation (OSBI) Criminal History Information Request, formerly known as Form #CHRD01, for all principals, officers, or employees who will work on any City premises covered by this Agreement. This report must be current and performed **within the past thirty (30) days**.

This same "Criminal History Information Request" requirement must be met for all new employees added during the term of the Agreement and must also be submitted within **fourteen (14) days** prior to working in City facilities. This report must be current and performed **within the past thirty (30) days**.

The City of Tulsa Security Office shall be notified within **twenty-four (24) hours** of any changes of employment pertaining to employees that work in City of Tulsa buildings.

Identification badges shall be returned to City of Tulsa Security Office within **seventy-two (72) hours** upon termination of an employee for any reason.

Official City of Tulsa identification badges shall be issued by the City of Tulsa Security Office and shall be worn and displayed at all times by Seller and all Seller's employees while on City premises. **FAILURE TO COMPLY WITH THE SECURITY CLEARANCE SECTION MAY CAUSE CANCELLATION OF THIS AGREEMENT.**

BUILDING SECURITY:

Only authorized Seller's employees are allowed on the premises of the City of Tulsa buildings. Acquaintances, family members, assistants, or any other person shall not accompany Seller's employees in their work area unless said person is an authorized Seller's employee.

Minors, including family members of the Seller or their employees, are not to be on the project sites during work hours and are prohibited from performing any work under this Agreement.

DOORS, WINDOWS, ALARMS, & LIGHTS:

All outside entrance doors and windows shall be secured at all times.

All interior and exterior doors shall be checked and locked on completion of cleaning with any alarm systems restored.

All interior doors in secure areas must remain locked except while work in the immediate area is in progress.

All lights in unoccupied areas shall be turned off on completion of cleaning, except where centrally controlled.

Seller's employees are specifically prohibited from signing for or acknowledging receipt of deliveries to City departments

KEYS:

The Seller will be provided with keys to allow access to rooms or buildings, which require cleaning. Building keys provided to the Seller will not be duplicated, nor are they to be issued to any individual to be retained in his possession while not physically performing duties under this Agreement.

Key issue forms: Seller shall be required to sign a key issue form for all building/room keys.

Lost keys: Lost keys will be replaced by the City at a cost of \$18.00 each to the Seller. At City's option building locks may be re-keyed at Sellers' expense per "Breach in Security".

Broken keys: Broken keys will be replaced by the City at a cost of \$5.00 each to the Seller. Any key replaced without the broken key being returned shall be considered a lost key.

Breach in security: A breach in security shall result from the loss of keys, non-returned broken keys, or keys not being returned thereby requiring that locks be changed or re-keyed. **A charge of \$50.00 per lock will be made.**

Any breach in security shall be considered before award of future Agreements with the City of Tulsa.

TELEPHONE SERVICE:

Only Supervisors shall be allowed job-related use of local City telephone service at no cost to the Seller. Seller will pay the cost of repairing any damage caused by Seller's employees to the telephone equipment over and above normal wear and tear. No toll charges will be allowed for the Seller and/or Seller's employees. A list of emergency telephone numbers will be maintained at the work locations by the Seller and shall include the Police and Fire Departments.

INSPECTIONS:

The Building Operations Section of the Asset Management Department or authorized representative may conduct random daily inspections of the areas covered under this Agreement. Any major complaints that require documentation of services performed or alleged violation of the Agreement either by the Seller or the City shall be filed by either and/or both parties in writing to Building Operations Section of the Asset Management Department, within twenty-four (24) hours after the infraction.

SELLER'S PERFORMANCE:

When a Seller is notified, that services were not provided on a scheduled date or the overall quality level was unsatisfactory, an amount equal to one month's bill pro-rated for the number of days of unsatisfactory or skipped services received in that month will be deducted from balances due or to become due the Seller.

The minimum deduction, regardless of the time necessary to correct the deficiency, shall be an hourly rate on Exhibit A. To exercise this option the Seller must begin corrective action on site within three (3) hours of notification of the deficiency. If the Seller cannot be contacted at their facility site or by phone, the option to eliminate a deduction by correcting the deficiency is waived.

The Agreement Administrator of Facilities Maintenance or authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under the Agreement. If, in the opinion of the Agreement Administrator or authorized representative, performance becomes unsatisfactory, the City shall notify the Seller.

REPEATED UNSATISFACTORY PERFORMANCE WILL RESULT IN CANCELLATION OF THE AGREEMENT FOR DEFAULT

CLEANING SUPPLIES AND EQUIPMENT STORAGE SPACE:

Seller may store supplies, materials, and equipment only in storage areas in the City of Tulsa facility premises designated by the Building Operations Section of the Asset Management Department or authorized representative. Seller agrees to keep their portion of this storage area in accordance with all applicable fire regulations. The use of City storage facilities will be on a space-available basis and subject to the approval of the Building Operations Section of the Asset Management Department or authorized representative.

Under no circumstances will materials or equipment be placed or left in hallways, corridors, restrooms, or other spaces accessible to the public.

HOUSEKEEPING SERVICE:

All wet mop heads, sponges, and other similar tools must be rinsed carefully after use and replaced with new or clean dry mop heads, sponges, etc., when rinsing no longer restores them to a reasonable state of cleanliness, or daily, whichever occurs sooner. Conventional brooms push or otherwise (unless otherwise specified), will not be used inside the building. Chemically treated mopheads will be used exclusively. When not in actual use, all such equipment, tools, and carts will be stored or left only in the designated storage area.

Dirty water and cleaning solutions shall be disposed of immediately in slop sinks or floor drains. Floors and fixtures of areas where water is obtained and disposed of shall be kept clean and sanitary at all times. All cleaning gear closets shall be mopped daily. Sinks will be cleaned daily and sink strainers or floor drain covers shall not be removed except for cleaning purposes and shall then be properly replaced. Particular care will be taken to prevent mop shreds and other such material from getting into drains.

ADDITIONAL SERVICE REQUESTS:

In the event that other janitorial services, in addition to or separate from the services specified herein, may be deemed necessary by the Building Operations Section of the Asset Management Department or authorized representative, the Seller may be requested to perform the additional services.

The Seller will be reimbursed by the City on the basis of the hourly labor rate specified by the Seller in Bid Price Schedule of this Agreement, plus the City of Tulsa approved cost of the materials needed for the additional cleaning service.

TIME OF AGREEMENT SERVICES TO BE AS FOLLOWS:

Location Item Number	Evening shift: 5:00 PM - 1:30 AM Tuesday, Thursday & Friday	Evening shift: 5:00 PM - 1:30 AM Monday, Wednesday & Friday	Weekend Coverage
ITEM 1A	X		
ITEM 1B		X	
ITEM 1C		X	
ITEM 1D		X	
ITEM 1E		X	
ITEM 2A		X	
ITEM 2B		X	
ITEM 2C		X	
ITEM 2D		X	
ITEM 2E		X	

All cleaning outside the above janitorial cleaning requirements such as but not limited to cleaning of carpets, stripping, and waxing of hard floor surfaces, sealer applied to restroom/locker room floors and wall tiles and other periodicals SHALL be coordinated through the supervisor or authorized representative from each location a minimum of at least one (1) week before the cleaning is started.

REQUIRED TASK AND FREQUENCY SCHEDULE:

WORK TIME DESIGNATIONS:

Unless designated otherwise, the following time schedules are applicable.

Daily: Work to be performed as scheduled in **TIME OF AGREEMENT SERVICES ABOVE**

Weekly: Work to be performed once per week, a minimum of four (4) days apart.

Monthly: Work to be performed once per month.

Quarterly: Services to be performed in March, June, September, and December of each year.

Semi-Annual: Services to be performed in January and July of each year.

Annual: Work to be performed once per Agreement year, within the first sixty (60) days of each twelve (12) month period.

As needed/as directed: The Building Operations Section of the Asset Management Department or authorized representative shall determine this work schedule or changes.

DAILY SERVICES:

Empty waste & recycling receptacles, wash as needed.

Empty waste from paper shredders.

Empty and wash ash trays.

Waste receptacle liner must be replaced with **new liners**.

Wash/Clean desktops (only if the desktops are cleared of paper).

All waste material shall be removed to and loaded into dumpster, as provided by City, for disposal.

Replace chairs and waste baskets in proper place after cleaning.

WEEKLY SERVICES:

DUTIES TO BE PERFORMED THROUGHOUT THE FACILITY

Dust all surfaces up to a height of six (6) feet, using a treated duster.

Dusting shall be accomplished by the removal of soil from the area, not by moving it from one surface to another.

Vending machines washed.

Buff main lobby, hallway floors, and heavy traffic areas.

Vacuum and spot clean all heavy traffic areas such as hallways, offices, lobby, etc. of entire building to remove daily stains and apply anti-static spray, if required.

Wet mop hard surface floors of entire building with a general-purpose product to ensure clean areas.

Vacuum all carpeted areas and walk-off mats including all hard reaching areas such as under counters, under desks, under furniture, and all nook and crannies.

Clean corners of rooms and around telephone and electrical mounted plugs.

Dust all areas to remove dust and cobwebs.

Spray buff floors in all areas of building to remove black marks or scuff marks and restore luster of wax leaving an even wet look floor finish.

Wipe and clean top of shelves and file cabinets.

Clean **exterior & interior** of refrigerators, microwave ovens, coffee makers, etc.

Clean all windowsills.

Clean all glass partitions and ledges.

Clean under all rugs.

MONTHLY SERVICES:

DUTIES TO BE PERFORMED THROUGHOUT THE FACILITY

Clean/Wash metal desk frames.

Wash all interior window glass-entire facility.

Clean coat racks.

Clean all heating and air conditioner supply and return vents (Ceiling, wall, floor, window units, etc.).

Wash file cabinets-totally.
Replace vacuum paper filter bags. Clean and/or replace vacuum safety filter and exhaust filters to a new or like new condition.
Wipe and clean chairs.
Clean light switches and spot clean walls for fingerprints.
Clean all door handles, frames, and kick plates. Wash all partition glass and vacuum all fabric office furniture.

QUARTERLY SERVICE:

DUTIES TO BE PERFORMED THROUGHOUT THE FACILITY
Services to be performed in March, June, September, and December of each year.
Dust all surfaces under a height of six (6) feet, using a treated duster. Dusting shall be accomplished by the removal of soil from the area, not by moving it from one surface to another.
Wash all exterior window glass on ground floor levels.
Wash inside of all exterior windows on first eight feet above floor only.
Treat wood panel walls with wood polish.
Remove all dirt and wax from all hard surface floors and cove base by mopping or scrubbing with a detergent and wax remover. Rinse thoroughly and apply skid resistant wax of a type recommended by the flooring manufacturers. When wax is dry, machine buff to a smooth sheen, even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.
Shampoo all carpets and walk-off mats, including all hard-to-reach areas such as under counters, under furniture, and all nooks and crannies (move carpet protectors).
Remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet.
Shampoo areas such as corners that are inaccessible, with manual scrubbing devices. After shampooing and allowing sufficient drying time, vacuum the carpet following a pattern, which will give the carpet a uniform appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.
Remove wash splatter, wax, and dirt off of cove base in all corridors and rooms. Restore cove base to a polished appearance.
Blinds dusted and/or washed in all areas of building.
Spot wash walls of entire building.

SEMI-ANNUAL SERVICE:

DUTIES TO BE PERFORMED THROUGHOUT THE FACILITY
Services to be performed in January and July of each year.
Wash walls, doors, cove base of entire building where wall covering permits.
Clean and wax all woodwork, wood paneling, sound panels, wood benches, and doors in all areas of the building.
Wash all heating and air conditioner supply and return vents (Ceiling, wall, floor, window units, etc.).

OUTSIDE AREAS AND ENTRANCES TO BUILDINGS:

Entrances are defined as ALL DOORS WHICH OPEN TO THE OUTSIDE OF BUILDING

DAILY OUTSIDE SERVICES:

OUTSIDE AREAS AND ENTRANCES TO BUILDING DUTIES TO BE PERFORMED THROUGHOUT THE FACILITY
Maintain all outside entrances and sidewalks up to 6 ft. around entire location.
Maintain all dumpster areas.
Entrances shall be cleaned and policed for the removal of dirt.
All outside walls (in the immediate vicinity) of entrances canopies, and entrance lights shall be maintained clean of overhanging lint, cobwebs, mud, and other dirt.

Foot scrapers, entrance mats, individual trash, and smoking receptacles shall be emptied and cleaned.
All glass entrances to be cleaned on the inside and outside.
Walk-off/entrance mats spot cleaned to remove daily stains.
Main lobby doors and glass cleaned and polished.
Main lobby floor tile broom swept and scrubbed.
Remove all cigarette butts from building entrances and sidewalks.

WEEKLY SERVICES:

OUTSIDE AREAS AND ENTRANCES TO BUILDING DUTIES TO BE PERFORMED THROUGHOUT THE FACILITY
Sweep all sidewalks, steps, building entrance areas, and ramps. Remove all accumulated gravel and sand from all sidewalks and ramps.
Ash urns are emptied, cleaned, and sand replaced when dirty.

MISCELLANEOUS DAILY SERVICES:

If cleared, marker boards (Chalkboards) shall be cleaned according to manufacturer's specifications. Board erasers shall be cleaned by vacuum equipment.
Clean, disinfect, and deodorize table surfaces in break rooms, public areas, and hallways.
Clean, disinfect all public counters in all offices.

MISCELLANEOUS WEEKLY SERVICES:

MISCELLANEOUS SERVICES DUTIES TO BE PERFORMED
If cleared, marker boards (Chalkboards) shall be cleaned according to manufacturer's specifications. Board erasers shall be cleaned by vacuum equipment.
Clean, disinfect, and deodorize table surfaces in break rooms, public areas, offices, and hallways.
Clean, disinfect all public counters in all offices.

MECHANICAL & ELECTRICAL/TELEPHONE SWITCHING ROOM REQUIRMENTS:

DIRECTED SERVICES AS NEEDED
Dust, mop, and sweep.

RESTROOMS/LOCKER ROOMS REQUIRMENTS DAILY SERVICES:

DUTIES TO BE PERFORMED THROUGHOUT RESTROOMS/LOCKER ROOMS
All restrooms/locker rooms shall be kept sanitary and clean.
Floors swept and wet-mopped with quaternary disinfectant-detergent.
Partitions cleaned and disinfected, removing all writing & drawings.
Toilets and urinals disinfected with bowl cleaner.
Toilet paper restocked.
Seat covers restocked.
Paper towel and soap dispenser cleaned and replenished.
Empty and clean sanitary napkin disposal and replace liner with new liner.
Sinks and mirrors cleaned with quaternary disinfectant-detergent.
Urinal partitions and walls spot cleaned and disinfected.
Showers completely cleaned and disinfected using a disinfecting product.
Dispensers, counters, and cabinets cleaned and disinfected.
Clean, disinfect, and deodorize all restroom entry area walls and doors.
Check function of all dispensers and fixtures in all restrooms. Report maintenance problems to Building Operations.
Remove all mineral and calcium deposits on any plumbing fixtures, walls, or floor.

RESTROOMS/LOCKER ROOM REQUIRMENTS WEEKLY SERVICES:

DUTIES TO BE PERFORMED THROUGHOUT RESTROOMS/LOCKER ROOMS
All floor drains flushed with one (1) gallon of disinfectant detergent.

RESTROOMS/LOCKER ROOM REQUIRMENTS MONTHLY SERVICES:

DUTIES TO BE PERFORMED THROUGHOUT RESTROOMS/LOCKER ROOMS
Completely wash and scrub walls and floors.

RESTROOMS/LOCKER ROOM REQUIRMENTS QUARTERLY SERVICES:

DUTIES TO BE PERFORMED THROUGHOUT RESTROOMS/LOCKER ROOMS
Services to be performed in March, June, September, and December.
Sealer applied to restroom floors, locker room floors and wall tiles.

JANITORIAL CLEANING REQUIREMENTS:

ITEM 1A	Street Department West Offices	450 West 23rd Street	3576 Sq. Ft. **
ITEM 1B	Equipment Management (Fuel Island)	460 West 23rd Street	176 Sq. Ft. **
ITEM 1C	Asset Management (Solid Waste)	470 West 23rd Street	6,200 Sq. Ft. **
ITEM 1D	Equipment Management (Warehouse)	480 West 23rd Street	1,464 Sq. Ft. **
ITEM 1E	Equipment Management	490 West 23rd Street	4,860 Sq. Ft. **
ITEM 2A	Asset Management (Water Facility)	5605 South Garnett Road	4,551 Sq. Ft. **
ITEM 2B	Equipment Management (Light)	5605 South Garnett Road	553 Sq. Ft. **
ITEM 2C	Equipment Management (Fuel Island)	5605 South Garnett Road	111 Sq. Ft. **
ITEM 2D	Equipment Management (Heavy)	5675 South Garnett Road	730 Sq. Ft. **
ITEM 2E	Street Maintenance (Garnett Yard)	5675 South Garnett Road	2,581 Sq. Ft. **
		TOTAL	21,226 Sq. Ft.

**** Approximate**

III. BID SUBMISSION INSTRUCTIONS AND INFORMATION

1. **Bidder Registration:** To ensure timely updates and alerts about business opportunities with the City, interested Bidders should register as a Bidder with the City. To register, interested Bidders should complete the City's online vendor registration form ([linked here](#)). If You have any questions, email purchasing@cityoftulsa.org or check the City's "[Selling to the City Website](#)".
2. **Pre-Bid Conference:** If a pre-Bid conference is required, see the first page for time and location.

Attendance Requirement

☒ Attendance at the Pre-Bid Conference is required to submit a Bid.



3. **Questions and Concerns:** As You prepare Your Bid response, You may have questions or points of clarification around this Solicitation. Any questions or comments about this Invitation for Bid must be sent via e-mail to the buyer listed on the first page "Assigned Buyer" and be received at least **10 Days prior to the Bid Submission Date**. Please include the IFB Bid number (as indicated on the title page) on all communications. Bidders may only communicate with the City through the Assigned Buyer – communication with other City staff could result in disqualification.
4. **Issuing of Addenda:** The City may addend or amend its IFB at any time before the Bid Submission Date. In addition to registering as a Bidder with the City, Bidders can check the "Purchasing Bid Opportunities & Results" page on the City Website for the latest updates ([linked here](#)). Any such amendments shall become a part of the Agreement. You must acknowledge

receipt of any Addenda or Amendments by writing in the issued Addenda numbers on Exhibit A – Delivery and Pricing. City may reject any Bid that fails to acknowledge any Addenda or Amendments.

5. **Submission and Receipt of Bids:** The City requires two completed Invitation for Bids: 1 Original and 1 Copy. Each must be clearly labeled on the front sheet indicating “Original” or “Copy.” Use the Bidder Checklist to ensure Your Bid includes all required components. If a copy on electronic media is also required, the box below will be checked.

☐ Electronic Copy also required.

Bids must be received no later than 5:00 PM (CST) on the Bid Submission Date (see first page) and delivered to:

**City of Tulsa - City Clerk's Office
175 East 2nd Street, Suite 260
Tulsa Oklahoma 74103**

Bids must be sealed and either mailed or delivered. The package, container, or envelope should contain both of Your completed Bids, the original and the copy. Please use the provided label on the last page of this IFB to clearly write the Bidder's legal name and Bid number on the outside of the package, container, or envelope. No faxed or emailed Bids will be considered.

Bids received after the stated date and time **will not be accepted**. The timestamp clock located at the City Clerk's Office on the second floor of City Hall at 175 East 2nd Street, Suite 260, Tulsa, Oklahoma, 74103 is the City's official bid clock for this IFB. Timeliness of Bid submittals will be determined using only this clock.

Exceptions to Timeliness Requirement

The Purchasing Agent, at his/her sole discretion, may make exceptions only for the following reasons:

- City Hall closed for business for part or all day on the date the response was due;
- If the Purchasing Agent deems it appropriate due to large-scale disruptions in supply chains and the transportation industry that may have prevented delivery as required;
- If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent;

If the Bid submittal is delivered after the specified time and does not meet the exceptions listed above, the Bid will not be accepted, and the submittal envelope will not be opened.

The City will not be liable for delays in delivery of Bids to the City due to handling by the U.S. Postal Service, or any other type of delivery service. The City reserves the right to postpone the date and time for submittal of Bids at any time prior to the Bid Opening Date or to delay or reschedule the Bid Opening Date for its own convenience.

The City reserves the right to cancel, revise, or amend this IFB and associated bidding documents up to the time specified for receipt of Bids.

6. **Bid Opening:** All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 2nd Street, 2nd Floor, Tulsa, Oklahoma.

IV. BID EVALUATION AND AWARD

1. **Bid Evaluation:** The Assigned Buyer and departmental staff will work together to determine the winning Bid. Generally speaking, the Bid award will go to the **Lowest Secure Bidder: the Supply or Service that can best meet the City's needs at the lowest cost.** In addition to price and specifications, the Buyer and departmental staff may also evaluate Bidder history and experience, delivery time, maintenance requirements, and performance data, among other factors.
2. **Bid Rejection or Withdrawal:** The City may reject any or all Bids in whole or in part. Reasons a Bid may be rejected include, but are not limited to the following:
 - A submitted Bid does not contain all the necessary materials, signatures, and/or affidavits (listed on the included checklist);
 - The Bid does not meet specifications and requirements in some material way;
 - The Bidder holds outstanding debt to the City;
 - The Bidder adds additional terms and conditions that modify IFB requirements or attempt to limit Bidder's liability to the City.

City reserves the right to waive minor deficiencies of specifications, technicalities or informalities in a Bid, provided that the best interest of the City would be served without prejudice to the rights of other Bidders. Bid withdrawal, meanwhile, may only be accomplished by having an Authorized Agent request the withdrawal in person at the City Clerk's office before the City's close of business on the Bid Submission Date.

3. **Bid Award Recommendation and Appeal:** Upon confirming the Bid recommended for selection, the Assigned Buyer will email all participating Bidders a memo announcing the recommended Bid. This email will also share the time, date, and virtual meeting link for the Standard, Specifications, and Award (SSA) committee meeting where the Bid award recommendation will be reviewed.

If approved by SSA, the award recommendation is then sent to the Mayor for the Mayor's final approval. SSA meetings are held Thursdays at 8:30am in the City of Tulsa Council Meeting Room, 175 East 2nd Street, 2nd Floor, Tulsa, Oklahoma. The meeting will be held on a given Thursday at 8:30 am, depending on when the Bid award has been determined. During this meeting, Bidders who are not recommended for award can issue an appeal and ask that the Bid award be reconsidered. Bidders who are not recommended for award can also email the Assigned Buyer prior to the SSA meeting if they have any questions or concerns regarding the award recommendation.

If/when the Bid award is approved by the SSA committee, the City will make available on the City's Purchasing Website a summary of Bids received generally within 5 working days after the Bid Opening Date. After a Bid award is recommended to the Mayor, a copy of the Bid summary will be available in the City Clerk's Office. Bid results are not provided in response to telephone or email inquiries. All Bid awards are subject to Acceptance by the City.

V. BID PROCESSING

1. **Forms, Notice to Proceed, and Irrevocability of Offer:** If the City Accepts Your Bid, You will have ten (10) Days from notification of the Acceptance to provide a completed IRS form W-9. You cannot start work until authorized to do so by the Purchasing Agent or a representative.

Bidder understands and acknowledges that the offer submitted as the Bid is firm and irrevocable from the City's close of business on the Bid Submission Date until the date the City Accepts the Bid or 365 Days after the Bid Opening Date, whichever is earlier.

2. **Purchase Order Without Contract:** If the successful Bid is less than One Hundred Thousand Dollars (\$100,000), the City, in its sole discretion, may Accept the Bid upon written approval of the Mayor rather than execute the Purchase Agreement. Instead, the City will purchase the Supplies and/or Services by issuing a purchase order. In any event, the terms of this IFB will govern the transaction and be enforceable by the City and Seller.

3. **Insurance:**

Yes: ☒ No: ☐

Seller and its subcontractors must obtain at Seller's expense and keep in effect so long as City is purchasing Supplies or Services from Seller pursuant to this Bid, policies of insurance in the minimum amounts set forth below and Workers' Compensation and Employer's Liability insurance in the statutory limits required by law.

General Liability: personal injury and property damage, each occurrence	\$1,000,000.00
Automobile Liability: Combined Single Limit (CSL), each occurrence	\$1,000,000.00
Workers' Compensation	(Statutory limits)

Seller's insurer must be authorized to transact business in the State of Oklahoma. Seller will have 10 Days after notification that its Bid was Accepted by the City to provide proof of coverage.

The Certificate of Insurance must be completed with the following information:

- A. Your name
- B. Insurer's name and address
- C. Policy number
- D. Liability coverage and amounts
- E. Commencement and expiration dates
- F. Signature of authorized agent of insurer
- G. Certificate Holder Information: City of Tulsa, 175 East 2nd St., Suite 260, Tulsa, OK 74103

Seller shall not cause any required insurance policy to be cancelled nor permit it to lapse. Failure of the Seller to comply with the insurance requirements may be deemed a breach of the contract.

4. **Bonding:**

Yes: ☐ No: ☒

5. **Federal Funding:** If the box is checked "Yes," federal funding is involved with this purchase:

Yes: ☐ No: ☒

6. **References:** If the box is checked "Yes," References are **required:**

Yes: ☒ No: ☐ If yes, number of references required: 2

For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address, and the supplies or services provided.

Company Name:	_____
Contact Name:	_____
Address:	_____
Phone Number:	() _____
Email Address:	_____
Description of Supplies/Services Provided:	_____ _____
Company Name:	_____
Contact Name:	_____
Address:	_____
Phone Number:	() _____
Email Address:	_____
Description of Supplies/Services Provided:	_____ _____

7. **Data Rider:** If the box is checked "Yes," the Data Rider is **required:**

Yes: ☐ No: ☒

8. Any documents provided in response to subsections 4 through 7 above are by this reference fully incorporated into the Agreement as if set-forth entirely in this Section V.

VI. SAMPLE FORMS

Certificate of Secretary

The undersigned _____ (Assistant) Secretary of _____, a _____ corporation, (the "Corporation") hereby certifies that the following is a true and correct copy of a Resolution duly adopted by the Board of Directors of the Corporation on the _____ day of _____, 20__.

RESOLVED, that _____ is authorized to execute and enter bids, contracts, bonds, affidavits and any ancillary documents, on behalf of the Corporation.

The undersigned further certifies that this Resolution is in full force and effect as of the date of this Certificate and has not been amended, modified, revoked or rescinded.

IN WITNESS WHEREOF, I have executed this Certificate this ____ day of _____, 20__.

(Signature)

Printed Name

(Assistant) Secretary

[NAME OF COMPANY], LLC

Consent of Members

The undersigned, being all of the Members of [Name of Company], LLC, an Oklahoma Limited Liability Company, hereby authorize, consent to, approve and ratify the execution by _____ [name of Authorized Representative] on behalf of [Name of Company], LLC of bid proposals, contracts, affidavits and related documents in connection with [Name of Project] of the City of Tulsa.

DATED, this ____ day of _____, 20__. [Date must be dated date authorized representative signed or up to 30 days before the authorized representative signed]

[Signature]

Name Printed: _____

Title

Name Printed: _____

[Title]

[ADD ADDITIONAL LINES FOR ADDITIONAL MEMBERS]

Disclaimer Statement: This form is made available for example purposes only and is not intended to be legal advice nor intended to be relied upon in lieu of consultation with an attorney."

EXHIBIT A – DELIVERY AND PRICING**Bidder's Legal Name:** _____

(Must be Bidder's company name as reflected on its organizational documents, filed with the state in which Bidder is organized)

Delivery: If Your Bid is Accepted, state the number of Days You need to deliver the Supplies and/or to begin providing Services: _____

You must be able to deliver the Supplies and/or Services as specified in Your Bid. Failure to do so may result in City terminating the Agreement and pursuing collection under any performance bond, as well as seeking any other damages to which it may be entitled in law or in equity.

Pricing:**SECTION 1: SERVICES LABOR HOURS:**

Seller MUST supply a breakdown of guaranteed minimum service labor hours for each facility item number by shift including the number of workers, lead persons, and supervisors.

ITEM	Number of Employees	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Hours
EXAMPLE	1	8	8	8	8	8	8	8	= 56
Item 1A									
Item 1B									
Item 1C									
Item 1D									
Item 1E									
Item 2A									
Item 2B									
Item 2C									
Item 2D									
Item 2E									

SECTION 2: Janitorial Service West 23rd Street

	GENERAL DESCRIPTION	TOTAL EXTENDED MONTHLY COST
ITEM 1A	Janitorial Service for the Street Department West Offices 420 West 23 rd Street	\$ _____ Per Month
ITEM 1B	Janitorial Service for Equipment Management 460 West 23 rd Street (Fuel Island)	\$ _____ Per Month
ITEM 1C	Janitorial Service for Asset Management 470 West 23 rd Street (Solid Waste)	\$ _____ Per Month

ITEM 1D	Janitorial Service for Equipment Management 480 West 23 rd Street (Warehouse)	\$ _____ Per Month
ITEM 1E	Janitorial Service for Equipment Management 490 West 23 rd Street	\$ _____ Per Month
	TOTAL AMOUNT FOR ITEMS 1A-1E	\$ _____ Per Month

SECTION 3: Janitorial Service South Garnett

	GENERAL DESCRIPTION	TOTAL EXTENDED MONTHLY COST
ITEM 2A	Janitorial Service for Asset Management 5605 South Garnett Road (Water Facility)	\$ _____ Per Month
ITEM 2B	Janitorial Service for Equipment Management 5605 South Garnett Road (Light Equipment)	\$ _____ Per Month
ITEM 2C	Janitorial Service for Equipment Management 5605 South Garnett Road (Fuel Island)	\$ _____ Per Month
ITEM 2D	Janitorial Service for Equipment Management 5675 South Garnett Road (Heavy Equipment)	\$ _____ Per Month
ITEM 2E	Janitorial Service for Asset Management 5675 South Garnett Road (Street Maintenance-Garnett Yard)	\$ _____ Per Month
	TOTAL AMOUNT FOR ITEMS 2A-2E TOTAL BID	\$ _____ Per Month

SECTION 4: Additional Services

ITEM 3	Additional Janitorial Service as requested	\$ _____ Per Hour \$ _____ Per Hour (OT)
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THE CITY DOES NOT GUARANTEE ANY SPECIFIC QUANTITY OR NUMBER OF PURCHASES, IF ANY, THAT WILL BE MADE DURING THE AGREEMENT TERM.

Annual Price Adjustment. The prices bid for any Supplies and/or Services shall not increase during the first year of the term of the Agreement. However, if You anticipate that You will not be able to maintain firm prices after the first year of the term, You may request an annual change in price using one of the following methods. **The Increase shall be limited to the lesser of:**

- The change in the Consumer Price Index from BLS Table 1* (web link below) from the prior year
- Or the following fixed percentage: _____ %.

*Web Link: <https://www.bls.gov/news.release/cpi.t01.htm>

Addenda

The Bidder acknowledges receipt of Addenda to the IFB as follows. (Please write in each Addenda number issued, if applicable):

Addenda #

Addenda #

Addenda #

Addenda #

Addenda #

State of Organization: _____

Bidder's Type of Legal Entity: (check one)

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Limited Partnership |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other: _____ |

Bidder's Address: _____
Street City State Zip Code

Bidder's Website Address: _____

Sales Contact:

Name: _____
Title/Position: _____
Street: _____
City: _____
State: _____
Phone: _____
Email: _____

Contact for Legal Notice:

Name: _____
Title/Position: _____
Street: _____
City: _____
State: _____
Phone: _____
Email: _____

How did you learn about this business opportunity with the City of Tulsa?

- ☐ Email from Assigned Buyer
- ☐ City of Tulsa Website
- ☐ Tulsa World posting
- ☐ Purchasing search engine
- ☐ Industry colleague
- ☐ Other: _____

AFFIDAVIT
NON-COLLUSION, INTEREST, AND CLAIMANT

STATE OF _____)
COUNTY OF _____)ss.

I, _____, of lawful age, being first duly sworn, state that:
(Seller's Authorized Agent)

1. I am the **Authorized Agent** of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
 - a. to any collusion among Bidders in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding,
 - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.
4. No officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Bidders business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa own an interest in the Bidders business which is less than a controlling interest, either direct or indirect.

5. All invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct.
6. That the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

By: _____
Signature
Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

The Affidavit must be signed by an **Authorized Agent and notarized.**

PURCHASE AGREEMENT

(Page 1 of 5)

INSTRUCTIONS: Bidder must properly sign and return this document or Bid may be **rejected**. Your signature on this document indicates You have read and understand these terms and conditions and agree to be bound by them.

THIS PURCHASE AGREEMENT is between the CITY OF TULSA, OKLAHOMA, a municipal corporation, 175 East 2nd Street, Tulsa, Oklahoma, 74103-3827 (the "City") and:

(Bidder's company name as reflected on its organizational documents filed with the state in which Bidder is organized; not simply DBA and address) (the "Seller").

WITNESSETH:

WHEREAS, the City has approved certain specifications and advertised for or solicited Bids on the following supplies or services:

TAC 248Q Janitorial Services Equipment Management Division
(the "Supplies and/or Services").

WHEREAS, Seller submitted a Bid and desires to provide the Supplies and/or Services to City;

WHEREAS, Seller acknowledges that its signature on this Purchase Agreement constitutes an irrevocable offer to provide the Supplies and/or Services specified in the Agreement and that if Accepted by the City's Mayor, this document will become the contract for such Supplies and/or Services.

NOW, THEREFORE, for and in consideration of the terms, covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. Definitions.

- 1.1. **"Acceptance" or "Accepts"** with respect to a Bid means either (1) City's execution of the Purchase Agreement, or (2) Mayor's written approval of the Bid award recommendation and issuance of a purchase order on behalf of the City if the purchase is for an amount less than One Hundred Thousand Dollars (\$100,000) and the City determines it is in its best interests.
- 1.2. **"Acceptance"** with respect to delivery of the Supplies and/or Services shall mean City's written acknowledgment that Seller has satisfactorily provided such Supplies and/or Services as required.
- 1.3. **"Addenda" "Addendum" or Amendment(s)"** means a clarification, revision, addition, or deletion to the Invitation for Bid by City which will become a part of the agreement between the parties.
- 1.4. **"Agreement"** consists of the Invitation for Bid and the Purchase Agreement.
- 1.5. **"Bid Opening Date"** means the date the Bid is opened by the City.
- 1.6. **"Bid Submission Date"** means the date the Bid is due from Bidder to the City.
- 1.7. **"City"** means the City of Tulsa, Oklahoma.
- 1.8. **"Days"** means calendar days unless otherwise specified.
- 1.9. **"Invitation for Bid" or "IFB"** consists of the following documents: Cover page, Sections I-VI, Exhibit A – Delivery and Pricing, Affidavit(s), Purchase Agreement, and Bidder Checklist.
- 1.10. **"Primary Seller"** means the Seller whose Bid City Accepts as the principal seller of the Supplies and/or Services required.
- 1.11. **"Purchasing Ordinance"** means Tulsa Revised Ordinances, Title 6, Chapter 4 et seq.
- 1.12. **"Secondary Seller"** means the Seller whose Bid City Accepts as a back-up seller in the event the Primary Seller is unable to provide all the Supplies and/or Services.
- 1.13. **"Seller"** means the Bidder whose Bid City Accepts.
- 1.14. **"Specifications"** means the technical and/or performance requirements for the Supplies or Services.
- 1.15. **"You" or "Your"** means the Bidder responding to this Invitation for Bid or the Seller whose Bid the City Accepts.
- 1.16. **"Website"** means the City of Tulsa's website for the Purchasing Division: www.cityoftulsa.org/purchasing

2. **Order of Precedence.** Capitalized terms used but not defined herein will have the respective meanings given to them in the Purchasing Ordinance. In the event of conflicting or ambiguous language between this Purchase Agreement, any of the other Agreement documents, and additional information submitted by the Seller and Accepted by City, the parties shall be governed first according to this Purchase Agreement, second according to the remainder of the documents included in the Agreement and third according to any additional information submitted by Seller and Accepted by City.

3. **Purchase and Sale.** Seller agrees to sell City the Supplies and/or Services for the price and upon the delivery terms set forth on Exhibit A – Delivery and Pricing. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of Supplies and/or Services priced by unit, or (b) the total price for a stated quantity of Supplies and/or Services, upon (i) delivery of the Supplies and/or Services to the City, (ii) the City's Acceptance thereof, and (iii) Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.

PURCHASE AGREEMENT

(Page 2 of 5)

4. **Term.** The term of the Agreement begins on the date the Mayor/Mayor Pro Tem of the City of Tulsa executes this Purchase Agreement and terminates one year from that date. City in its sole discretion may offer Seller an opportunity to renew this Agreement up to an additional four (4) one (1) year term(s). Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. City's continuing purchase of the Supplies and/or Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which City purchases Supplies and/or Services. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement is null and void without further action by City.

The City may extend the Agreement for ninety (90) days beyond a final renewal term at the price and upon the delivery terms set forth on Exhibit A – Delivery and Pricing. The City, at its sole option and to the extent allowable by law, may choose to exercise subsequent ninety (90) day extensions upon the price and upon the delivery terms set forth on Exhibit A – Delivery and Pricing to facilitate the finalization of related terms and conditions of a new award or as needed for transition to a new Seller.

5. **Supplies Warranty.** With respect to all Supplies to be delivered under this Agreement, Seller warrants to City that such Supplies will be of good materials and workmanship and free from defects and will conform to the Specifications provided by City. In addition, Seller shall assure that the Supplies purchased hereunder are covered by all available and applicable manufacturers' warranties for such Supplies and expressly agrees that it will be responsible for performing all warranty obligations set forth in the Specifications for the Supplies.
6. **Services Warranty.** With respect to all Services to be performed under this Agreement, Seller warrants that it shall perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and in accordance with the Specifications provided by City.
7. **Warranty Period.** Seller agrees that all warranties set forth herein will remain in effect for a period of one (1) year from the date City Accepts the Supplies and/or Services, or as specified in the Specifications, whichever is later. Seller shall not disclaim or otherwise limit the express warranties set forth herein.
8. **Warranty Remedies.** City shall notify Seller if any of the Supplies and/or Services fails to meet the warranties set forth above. If the failure is with Supplies, then Seller shall promptly correct, repair or replace such Supplies at its sole expense and/or if the failure is with a Service, then Seller shall promptly reperform such Service at Seller's sole expense. Notwithstanding the foregoing, if City determines that such Supplies and/or Services are defective or non-conforming within the first thirty (30) Days after the date of Acceptance by City, then Seller at City's option shall refund the entire purchase price, and, in the case of Supplies, City shall promptly return such Supplies to Seller. Seller shall pay all expenses related to the return of such Supplies to Seller.
9. **Rejection, Seller Bears Risk.** All Supplies and Services purchased in the Agreement are subject to approval by the City. Rejection of Supplies or Services, resulting because of nonconformity to the terms, conditions, and Specifications of this Agreement, whether held by the City or returned, will be at Seller's risk and expense. Seller shall bear the risk of loss or damage at all times until the Acceptance of the Supplies or Services by City.
10. **Force Majeure.** Seller will not be responsible for delays in delivery of the Supplies or Services due to acts of God, government action or inaction, fire, war, or riot, provided Seller notifies the City immediately, in writing of such pending or actual delay. Normally, in the event of any such delays (acts of God, etc.) the date of delivery of the Supplies or Services will be extended for a period equal to the time lost due to the reason for delay.
11. **Conflict of Interest.** By signing this Purchase Agreement, Seller covenants that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire an interest that conflicts in any manner or degree with the Supplies or Services required to be provided or performed under the Agreement. Furthermore, Seller shall not employ any person or agent having any such conflict of interest. In the event that the Seller or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such interest to the City and take action immediately to eliminate the conflict or to withdraw from this contract, as the City requests.
12. **No Indemnification by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.
13. **Liability/Indemnification.** Seller shall hold City harmless for any loss, damage or claims arising from or related to its performance of the Agreement. Seller must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Agreement. Seller agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the Supplies, Services, labor, or materials furnished by Seller or Seller's subcontractors under this Agreement. In addition, Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented appliances, products or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents.

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14. **No liens.** Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Seller shall deliver all Supplies to City free and clear of liens. Delivery by Seller to City of Supplies which are subject to liens shall be a material breach of the Agreement and all damages and costs incurred by City because of the existence of such liens shall be paid to City by Seller. At City's option, City may return such Supplies to Seller and Seller shall pay the cost of returning such Supplies and reimburse City for any payments made for such Supplies.
15. **No Insurance by City.** If City is leasing Supplies herein, City shall not be required to obtain insurance for Seller's property. Seller shall be solely responsible for any insurance it deems necessary. City is self-insured for its own negligence, subject to the limits of the Governmental Tort Claims Act (51 O.S. § 151 et seq.).
16. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.) and therefore cannot assure the confidentiality of this Agreement or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
17. **Compliance with Laws.** Seller shall comply, and ensure its subcontractors used in the performance of this Agreement comply with all applicable federal, state and local laws, regulations and standards. Seller is responsible for any costs of such compliance. Seller certifies that it and all its subcontractors to be used in the performance of this Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
18. **Termination.** City, by written notice, may terminate this Agreement, in whole or in part, when such action is in the best interest of City. If City terminates this Agreement, City shall be liable only for payment for Supplies accepted and Services rendered prior to the effective date of termination. City's right to terminate this Agreement is cumulative to any other rights and remedies provided by law or by this Agreement.
19. **Payment.** Invoices should be e-mailed to the City of Tulsa – Accounts Payable at: apinvoices@cityoftulsa.org. Payment will be made net 30 days after receipt of a properly submitted invoice or the City's Acceptance of the Supplies or Services, whichever is later.

Each invoice must be fully itemized, identifying Supplies provided and/or Services performed, and must bear the purchase order number assigned by the City.

The purchase order number shall appear on all invoices, packing lists, packages, shipping notices, instruction manuals and other written documents relating to the Supplies or Services. Packing lists shall be enclosed in each and every box or package shipped pursuant to this Agreement, indicating the content therein.

20. **Price Changes.** The parties understand and agree that the variables in Seller's cost of performance may fluctuate, but any change in Seller's cost of performance will not alter its obligations under this Agreement, nor excuse performance or delay on Seller's part. Notwithstanding the foregoing, after the first year of the term, the Seller may request a price increase in addition to any other price increase set forth in this Agreement. In its sole discretion, the City may approve the request if it determines that such price increase is in the City's best interest.
21. **Right to Audit.** Seller agrees that Seller's books, records, documents, accounting procedures, practices, price lists or any other items related to the Supplies and/or Services provided hereunder are subject to inspection, examination, and copying by City or its designees. City requires Seller to retain all records related to this Agreement for the duration of the term of this Agreement and a period of three years following completion and/or termination of the Agreement. If an audit, litigation or other action involving such records begins before the end of the three-year period, Seller shall maintain the records three years after the date that all issues arising out of the action are resolved or until the end of the three-year retention period, whichever is later.
22. **Notice.** Any notice, demand, or request required by or made pursuant to this Agreement will be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the following:

To Seller:	To CITY:	Contact for Legal Notice as specified on Exhibit A – Delivery and Pricing form. City Clerk CITY OF TULSA, OKLAHOMA 175 E. 2 nd Street, Suite 260 Tulsa, Oklahoma 74103
	With a copy to:	Tulsa Purchasing Division 175 E. 2 nd Street, 15 th Floor Tulsa, OK 74103
23. **Relationship of Parties.** The Seller is and shall always remain an independent contractor with respect to activities and conduct while engaged in the performance of services for the City under this Agreement. No employees, subcontractors or agents of the Seller will be deemed to be employees of the City for any purpose whatsoever, and none will be eligible to participate in any benefit program provided by the City for its employees. The Seller shall be solely responsible for the payment of all employee wages and

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salaries, taxes, withholding payments, fringe benefits, insurance premiums, continuing education courses, materials or related expenses on behalf of its employees, subcontractors, and agents. Nothing in this Agreement will be construed to create a partnership, joint venture, or agency relationship among the parties. No party will have any right, power or authority to act as a legal representative of another party, and no party will have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.

24. **Third Parties.** This Agreement is between City and Seller and creates no right unto or duties to any other person. No person is or will be deemed a third-party beneficiary of this Agreement.
25. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement. The Agreement is subject to cancellation by the City for Seller's failure to deliver on time. All deliveries are required F.O.B to the City's facilities. For any exception to the delivery date specified in the Agreement, Seller shall give prior written notification and obtain written approval from the City. The Acceptance by the City of later performance with or without objection or reservation shall neither waive the City's right to claim damages for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Seller.
26. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.
27. **Headings.** The headings used herein are for convenience only and will not be used in interpreting this Agreement.
28. **Severability Provision.** If any term or provision herein is determined to be illegal or unenforceable, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid and enforceable.
29. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue. City does not and will not agree to binding arbitration of any disputes.
30. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
31. **Entire Agreement.** The entire agreement between City and Seller is contained in the Agreement. No verbal agreement between the parties is binding. Any scope of services, scope of work, quote, invoice, acknowledgment or other communication or other document issued by Seller in connection with this Agreement will be for the purposes of describing in greater detail the Supplies and/or Services (as applicable) to be provided. Seller's rejection or modification of the terms set forth in the City's IFB is void and of no effect, unless any such modification improves upon the City's terms or Specifications, in which case the improvement is accepted. Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set forth herein that City may reject the Bid as non-responsive.
32. **Amendment/No Assignment.** The Agreement may only be modified or amended in a writing signed by both parties. Notwithstanding anything to the contrary stated herein or in the attachments to this Agreement, no future agreements, revisions or modifications that may be required under this Agreement are effective or enforceable unless such terms, revisions or modifications have been reduced to writing and signed by City and Seller. Seller may not assign this Agreement or use subcontractors to provide the Supplies and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
33. **Multiple Counterparts.** This Purchase Agreement may be executed in several counterparts, each of which will be deemed an original, but which together will constitute one and the same instrument.
34. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:
 - 34.1. Unless the context otherwise requires: (a) all references to Sections are to Sections of or to this Agreement; (b) each term defined in this Agreement has the meaning assigned to it; (c) "or" is disjunctive but not necessarily exclusive; (d) words in a singular include the plural and vice versa. All references to "\$" or to dollar amounts shall be in lawful currency of the United States of America;
 - 34.2. No provision of this Agreement will be interpreted in favor of, or against, any of the parties hereto by reason of the extent to which such party or its counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof;
 - 34.3. Any reference to any applicable laws will be deemed to include all rules and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise;

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34.4. The word "including" means "including, without limitation" and does not limit the preceding words or terms; and
34.5. All words used in this Agreement will be construed to be of such gender, number or tense as circumstances require.

35. **Equal Employment Opportunity.** Seller agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
36. **Authority to Bind.** The undersigned individual states that s/he has authority to bind Seller to this Agreement, that s/he has read and understands the terms of this Agreement, and that Seller agrees to be bound by this Agreement.

IMPORTANT NOTE: This document must be signed by Authorized Agent. FAILURE TO SUBMIT PROPERLY AUTHORIZED SIGNATURE MAY RESULT IN YOUR BID BEING REJECTED AS NONRESPONSIVE.

IN WITNESS WHEREOF, this Agreement has been executed in multiple copies on the dates set forth below to be effective during the period recited above.

Seller Company Name: _____

Sign Here ► _____

ATTEST:

Printed Name: _____

Title: _____

Corporate Secretary

Date: _____

**CITY OF TULSA, OKLAHOMA,
a municipal corporation,**

ATTEST:

By: _____
Mayor

City Clerk

Date: _____

APPROVED:

Assistant City Attorney

BIDDER CHECKLIST

Use this checklist to ensure You have properly read and completed **all** documents listed below. This document (the IFB) contains all the following materials, which must be completed and returned to the City of Tulsa City Clerk's Office in a mailed envelope with the affixed packing label (found on the last page). Each of these documents will form the resulting Agreement between the City and Seller.

Remember: Bids must be sealed and either mailed or delivered. Please use the provided label to clearly write the Bidder legal name and Bid number on the outside of the package, container, or envelope. The package, container, or envelope should contain both of Your completed Bids, the original and the copy. No faxed or emailed Bids will be considered. Unless otherwise stated herein, Bids received after the stated date and time **will not be accepted**.

Bidder's Name: _____

BIDDER CHECKLIST		
BIDDER DOCUMENTS	PAGES	INCLUDED?
Addendum Cover Pages	1-4	
Notice of Invitation for Bid (Cover page and Sections I-IV)	5-6, 17-19	
Specifications	7-16	
Certificate(s) of Insurance	20	
References (if applicable)	21	
Sample Forms	22	
EXHIBIT A: Delivery and Pricing	23-25	
Affidavits Signatures of Authorized Agent and notarization required. Reference Page 2: Authorized Agent	26	
Purchase Agreement Complete legal name in first paragraph and signature block. Signature by Authorized Agent required. Reference Page 2: Authorized Agent	27-31	

Any contact with City Employees or Officials, other than the Assigned Buyer, for or about this solicitation will disqualify Your Proposal and it shall be deemed non-responsive.

PACKING LABEL

Top Left Corner

Your Company Name

Street Address

City, State, Zip Code

FROM:

City of Tulsa – City Clerk’s Office

175 East 2nd Street, Suite 260

Tulsa, OK, 74103

Bidder Submission For:

BID# TAC 248Q

BID DESCRIPTION: Janitorial Services Equipment Management Division

Please affix this label on the package, container, or envelope containing Your two completed Bids: one labeled “Original,” the other labeled “Copy.” We recommend that both Bids (original and copy) be sent in the same envelope.

This label ensures that Your Bid will be sent to the correct office (City Clerk’s) and that it is associated with the correct Solicitation (indicated by the Bid number). Bids must be sealed and either mailed or delivered to the City Clerk’s Office. Bids must also be received no later than 5:00 PM (CST) on date listed on the first page of the IFB.